

Message Text

UNCLASSIFIED

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15

ACTION DRC-01

INFO OCT-01 AF-06 ISO-00 L-03 OMB-01 SCA-01 /013 W

----- 065873

R 040940Z AUG 75

FM AMEMBASSY FREETOWN

TO SECSTATE WASHDC 1661

UNCLAS FREETOWN 1858

FOR O/FADRC

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

FOLLOWING RECORDS EXIST EMBASSY FREETOWN WHICH APPEAR MAY BE
SUBJECT TO PRIVACY ACT:

A. (1) NAME OF RECORD: REGISTRATION OF U.S. CITIZENS IN
CONSULAR DISTRICT.

(2) CATEGORY OF INDIVIDUAL: AMERICAN CITIZEN RESIDING IN,
OR VISITING THE CONSULAR DISTRICT.

(3) CATEGORY OF RECORD: CARD FILE INCLUDING NAME, LOCAL
ADDRESS, PHONE, EMERGENCY ADDRESS, EVIDENCE OF U.S.
CITIZENSHIP.

(4) AUTHORITY: 8 FAM 261.81.

(5) ROUTINE USE: INFORMATION ONLY AVAILABLE TO US
GOVERNMENT AGENCIES ON A NEED-TO-KNOW BASIS.

(6) RECORD MANAGEMENT POLICY AND PRACTICE: MAINTAINED
ON FILE CARDS BY SURNAME. LOCATED IN LOCKED
BARLOCK CABINET, REVIEWED ANNUALLY FOR UPDATING
OR DESTRUCTION IF INDIVIDUAL HAS DEPARTED
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COUNTRY.

(7) SYSTEM MANAGER: CONSULAR OFFICER.

(8) SOURCE: N/A

B. (1) NAME OF RECORD: REPATRIATION LOAN FILES

(2) CATEGORY OF INDIVIDUAL: NAMES OF THOSE PERSONS SEEKING EMERGENCY LOANS AT EMBASSY FOR TRAVEL TO U.S.

(3) CATEGORY OF RECORD: INFORMATION SUPPLIED BY APPLICANT STATING CASE, REASONS FOR NEED FOR EMERGENCY FUNDS, CONSULAR ACTION TAKEN.

(4) AUTHORITY: 22 CFR 51.70.

(5) ROUTINE USE: INFORMATION ONLY AVAILABLE TO US GOVERNMENT PERSONNEL ON A NEED-TO-KNOW BASIS.

(6) RECORD MANAGEMENT POLICY & PRACTICE: UNCLASSIFIED MATERIAL STORED IN LOCKED BARLOCK CABINET; CLASSIFIED MATERIAL STORED IN C&R RESTRICTED AREA; FILE FOLDERS; INDEXED BY NAME IF LENGTHY CASE OR BY SUBJECT FOLDER; RECORDS HELD FOR 3 YEARS.

(7) SYSTEM MANAGER: CONSULAR OFFICER.

(8) SOURCES: N/A

C. (A) NAME OF RECORD: FILES OF VISA APPLICATIONS AND SUBSEQUENT CORRESPONDENCE, SUPPORTING DOCUMENTS, ETC

(2) CATEGORY OF INDIVIDUAL: NAMES AND RELATED MATERIAL REGARDING APPLICANTS WHO HAVE EITHER BEEN ADMITTED AS IMMIGRANTS FOR PERMANENT RESIDENTS IN THE US OR NON-IMMIGRANT VISA APPLICANTS WHO SUBSEQUENTLY ADJUSTED THEIR STATUS TO THAT OF PERMANENT RESIDENT IN THE US.

(3) CATEGORY OF RECORD: APPLICATION, RELATED UNCLASSIFIED

UNCLASSIFIED

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CORRESPONDENCE AND DOCUMENTS PROVIDED BY APPLICANT, INCLUDING PROOF OF SUPPORT, FUNDS, PROOF OF ELIGIBILITY, ETC.

(4) AUTHORITY: 22 CFR 42.110

(5) ROUTINE USE: MATERIAL AVAILABLE TO GOVT EMPLOYEES ON A NEED-TO-KNOW BASIS ONLY.

(6) RECORD MANAGEMENT POLICY & PRACTICE, RECORDS
MAINTAINED IN FOLDERS AND RETRIEVABLE BY NAME;
STORED IN LOCKED BARLOCK CABINET. RECORDS
MAINTAINED UNTIL ONE YEAR AFTER ISSUANCE.

(7) SYSTEMS MANAGER: SONULAR OFFICER

(8) SOURCES: N/A

D. (1) NAME OF RECORD: AMERICAN PERSONNEL FILES.

(2) CATEGORY OF INDIVIDUAL: DIRECT-HIRE, AMERICAN
GOVERNMENT PERSONNEL.

(3) CATEGORY OF RECORD: IN ADDITION TO ITEMS DUPLICATED
IN DEPARTMENT, MOSC INFO RE TRAVEL, POV, LICENCES,
DUTY FREE REQUESTS, MISC MEMO TO FILES BY OR
CONCERNING INDIVIDUAL.

(4) AUTHORITY: 3 FAM 090.

(5) ROUTINE USE: UNCLASSIFIED INFO AVAILABLE TO
AMERICAN AND LOCAL ADMIN STAFF ON A NEED-TO-
KNOW BASIS AS PART OF DALY WORK FILES AND
INDIVIDUAL EMPLOYEE CONCERNED. USED FOR SOLE
PURPOSE OF FACILITATING POST ADMINISTRATION.

(6) RECORD MANAGEMENT POLICY AND PRACTICE: MAINTAINED
IN INDIVIDUAL FILE FOLDERS BY NAME. LOCATED IN
LOCKED BARLOCK CABINET. ANY CLASSIFIED MATERIAL
STORE IN COMMUNICATIONS RESTRICTED AREA.
DESTROYED 3 YEARS AFTER EMPLOYEE PERMANENTLY
UNCLASSIFIED

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DEPARTS POST.

(7) SYSTEM MANAGER: ADMINISTRATIVE OFFICER.

(8) SOURCE: N/A

E. (1) NAME OF RECORD: AMERICAN CITIZEN PROTECTION CASE FILE.

2)CATEGORY OF INDIVIDUAL: AMERICAN CITIZENS EITHER RESIDENT
IN, OR VISITING COUNTRY, WHO HAVE BEEN ARRESTED BY
LOCAL AUTHORITIES OR IN OTHER NEED OF PROTECTIVE
SERVICES.

(3) CATEGORY OF RECORD: DOCUMENTS RELATING TO ARREST,
CASE, TESTIMONY, EMBASSY EFFORTS TO OBTAIN RELEASE,

ETC.

(4) AUTHORITY: 7 FAM 350.

(5) ROUTINE USES: MATERIAL AVAILABLE TO GOVT PERSONNEL
ON A NEED-TO-KNOW BASIS ONLY.

(6) RECORD MANAGEMENT POLICY & PRACTICE: RECORDS
MAINTAINED IN FOLDER AND RETRIEVABLE BY NAME;
STORED ACCORDING TO CLASSIFICATION (BARLOCK
OR SAFE).

(7) SYSTEMS MANAGER: CONSULAR OFFICER

(8) SOURCES: AMERICAN CITIZEN INVOLVED, POLICE
REPORTS AND EVIDENCE, WITNESSES, COURT TESTIMONY,
ETC.

F. THE FOLLOWING RECORD ON HAND FILED BY NAME ARE
DUPLICATED IN THE DEPARTMENT:

(A) SECURITY INVESTIGATION OF AMERICANS WHO PREVIOUSLY
WORKED OR LIVED IN SIERRA LEONE AND ARE
APPLYING FOR POSITION WITH A US GOVT AGENCY.

(B) SECURITY INVESTIGATIONS OF FOREIGN NATIONAL
UNCLASSIFIED

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PLANNING TO MARRY AN AMERICAN CITIZEN/FOREIGN
SERVICE EMPLOYEE.

(C) CONSULAR SECTION "LOOKOUT" CARDS, DS-1692

(D) STAFF AND OFFICER EVALUATION REPORTS.
SAMUELS

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NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 04 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975FREETO01858
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750268-0343
From: FREETOWN
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750882/aaaacusc.tel
Line Count: 208
Locator: TEXT ON-LINE, ON MICROFILM
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Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
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Reference: 75 STATE 172353
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Margaret P. Grafeld
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EO Systematic Review
06 JUL 2006

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Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: IMPLEMENTATION OF THE PRIVACY ACT OF 1974
TAGS: AINF, OGEN
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006